CITY OF RENO – SPECIAL EVENT PROGRAM

City Manager Special Events Rule #2 - Use of ReTRAC Plazas for Special Events

I. PURPOSE

Reno Municipal Code "RMC" 5.13.085 (Special Events and Special Activities) provides that "The city manager is authorized to promulgate additional rules and regulations that are consistent with and that further the terms and requirements set forth within this chapter and the provisions of law that pertain to the conduct and operation of a special event, special activity or demonstration." Further, the purpose of this policy is to ensure use of the ReTRAC Plazas(s) for special events is consistent with the purpose set forth in RMC 5.13.020, including "It is recognized that these special events and special activities enhance the lifestyle of northern Nevada residents and visitors and provide benefits to the citizens through the creation of unique venues for expression and entertainment that are not normally provided as a part of governmental services."

III. REFERENCES

Reno Municipal Code Chapter 5.13 Special Events and Activities

IV. PERSONS AFFECTED

All Event Organizers who produce, organize or otherwise conduct events in the City of Reno that fall under the Special Event definition of RMC 5.13.010.

V. POLICY

It is the policy of the City of Reno to provide a clear special event permit application process which gives Event Organizers a comprehensive format, timeline and understandable process.

VI. DEFINITIONS

- A. Event Organizer As defined in RMC 5.13.010.
- B. First Right of Refusal How the City processes two or more separate special event permit applications submitted for the same (including overlapping) date(s) and event location(s).
- C. Special Event Series a series of events coming one after another in succession with a similar theme and falling on the same day(s) or week(s), examples include but are not limited to, farmers markets on the same day of each week, concert series on the same day of each week, and flea markets on the same day of each week, which occur over a period of several weeks.

- D. ReTRAC Plaza(s) The ReTRAC Plaza(s) are public event plazas located as outlined below:
 - (1) ReTRAC Plaza East located between Sierra Street and Virginia Street and Commercial Row and 3rd Street.
 - (2) ReTRAC Plaza West located between West Street and Sierra Street and Commercial Row and 3rd Street.
 - (3) ReTRAC Plazas ReTRAC Plaza East and ReTRAC Plaza West together with one another.

VII. RESPONSIBILITIES

A. The City Manager's Office is responsible for the centralized administration and coordination of this policy, application and process.

VIII. PROCEDURES

- A. Rental of ReTRAC Plaza(s):
 - 1. An Event Organizer is required to submit applications for rental of ReTRAC Plaza(s) 90-days before the first date of her/his event. The First Right of Refusal Policy #1 applies to the rental of the ReTRAC Plaza(s). Special event series organizers will be required to apply for a special event permit for the ReTRAC Plaza(s) in 90-day intervals. If an event organizer wants to reserve ReTRAC Plaza(s) for a second 90-day interval they can apply for the next 30-day interval within the first month of the previous 90-day request to apply for another 90-days.
- B. Permitted Uses on ReTRAC Plaza:
 - 1. Maximum uniform load of 125 pounds per square foot.
 - 2. There is no public power or water available for Event Organizer use on the Re-TRAC Plaza(s).
- C. Restrictions on ReTRAC Plaza(s)
 - 1. The ReTRAC Plaza(s) shall not be permitted for parking unless vehicles are an integral part of the special event purpose.
 - 2. Large vehicles, tents and/or artwork having a footprint in excess of 200 square feet must be reviewed by the City of Reno engineering department before they may be approved on a site plan.
 - 3. The Trench Fans shall not be blocked or obstructed.
 - 4. If public safety at or resulting from the proposed special event is in question by the Building Official, Engineering Director, City Manager, Police and/or Fire Chief a special event permit for the ReTRAC Plaza(s) may be denied, suspended or revoked pursuant to RMC 5.13.091 and RMC 5.13.200 (Special Events and Special Activities).

D. Conflicting applications for ReTRAC Plaza(s)

1. If two Event Organizers submit special event permit applications on the same day for use of the ReTRAC Plaza(s) on the same or overlapping event date(s), the City Manager is authorized to establish and conduct a lottery whereby one Event Organizer shall be assigned the drawn date(s). Assignment of the drawn date(s) does not guarantee the approval and issuance of a special event permit pursuant to RMC 5.13.070 (Special Events and Special Activities).

E. Terms of ReTRAC Plaza(s)

- 1. Any Event Organizer(s) who requests to close Virginia Street in front of the ReTRAC Plaza East is renting the Plaza (e.g. closing Virginia from 2nd to 4th Street would require a rental of the ReTRAC Plaza East); therefore this policy applies to such Event Organizer(s).
- 2. The ReTRAC Plaza(s) may not be rented for more than 15 consecutive days or more than two consecutive 90-day special event series as defined in this policy.